



CASAS CBT 3.1

Installation, Setup and Administration

Installation on a stand-alone computer

1. Log on to your Windows-based computer using your administrator account. This is necessary to install new software.
2. Insert the CBT disk into your CD drive. If installation does not begin automatically in 30 seconds, then launch **Setup.exe** from the CD drive.
3. Click **Next>** to continue.
4. The **Choose Destination Location** window will be displayed. If you have previously installed CBT, select that same folder. The default folder is **C:\Program Files\CASAS\CBT**
5. Click **Next>** to proceed through the installation process.
6. Select a Program Folder. This action determines the location of the new icon. The title of the recommended folder is **CASAS**.
7. Click **Next>** to continue.
8. The installation process is complete. The system will display the **Setup Complete** window.
9. Click **Finish**.

Installation on a client-server network

1. Insert the CBT disk into your CD drive.
2. Open and read the document, **CASAS CBT Installation Instructions**.

Launch CBT and Setup

1. Click **Start-Programs-CASAS-CASAS Computer Based Test**. Or, go to C:\Program Files\CASAS\CBT and double click on **casascbt.exe** program.
2. Press **ALT+A** from your keyboard to open the **Administrative Functions** window. The system will prompt you for a password. Leave this field blank and press the **OK** button. (Expected results: The system will display a new window containing all available administrative functions.)



Access Test Administrations

Choose **Test Counter** from the Administrative Functions screen.

1. Notice the Validation Key number. You will need this number when you call CASAS. Do not close the screen, because the validation key number changes each time you reopen it.
2. Call CASAS at 1-800-255-1036, ext. 0. Tell the receptionist you would like a passcode for CBT. **This initial passcode allows you to access four free test administrations.**
3. Enter the passcode and click Validate Code.

Help and Technical Support

1. Read the CBT Help document and the CBT FAQ document. These are in the Administrative Functions.
2. Read the CASAS CBT Installation Instructions, which can be found on the CBT disk.
3. If you need assistance call CASAS at 1-800-255-1036 and ask for Technical Support.